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MontCAS
Montana Comprehensive Assessment System
December 2008 Newsletter

2008-2009 MontCAS Testing Windows

October 20 – November 21, 2008	English Language Proficiency (ELP) Grades K-12.
January 22 - March 6, 2009	NAEP, Grades 4 and 8, Reading, Math, and Science.
February 10 – March 25, 2009	CRT-Alternate, Grades 3-8 and 10, Reading and Math; Grades 4, 8, and 10, Science.
March 2 – March 25, 2009	CRT, Grades 3-8 and 10, Reading and Math; Grades 4, 8, and 10, Science.

Assessment Know How 09
OPI Assessment and Test Administration Conference

- The Office of Public Instruction will present a conference with sessions on assessment topics and training for the 2009 MontCAS test administration.
- January 29-30, 2009, Crowne Plaza, Billings
- The conference will begin with registration and breakfast at 7:15 am on Thursday, January 29 and will end at 1:30 pm on Friday, January 30.
  - o Breakfasts, lunches, and breaks will be provided.
  - o A block of rooms at a special rate at the Crowne Plaza has been reserved. Please contact the Crowne Plaza to make your reservation:
    - ▪ 406-252-7400 or www.crowneplaza.com/billings

- o Another block of rooms is reserved at the Best Western Clock Tower Inn, across the street from the Crowne Plaza. Please contact the Clock Tower to make your reservations:
    - ▪ 406-259-5511 or www.clocktowerinn.com
- The early registration fee is $60. After January 5, the registration fee is $70.
- Please go online to register. http://www.opi.mt.gov/AssessConf/Index.html
    - o Conference support is provided by Montana State University Conference Services Department. Contact them at 406 994-3333 or stephanie.stratton@montana.edu with any registration questions.
    - o Refunds for registration must be requested in writing and received by January 14, 2009 for a refund of the registration fee, minus a $25 administrative fee. No refunds will be approved for requests received after January 14, 2009.
- Dr. Margaret Heritage, an international expert on formative assessment, will open the conference on Thursday, January 29 with a keynote address. Her presentation will focus on the classroom practice of formative assessment.
    - o Information about Dr. Heritage can be found at the following link: http://www.cse.ucla.edu/about/ssearch.asp?staff=heritage
- Montana educators are invited to submit proposals for presentations by December 20, 2008 at the following site: http://www.opi.mt.gov/AssessConf/Index.html

MontCAS – the CRT and the CRT-Alternate

Large-Print Versions of CRT
- Registration for large-print versions of the CRT is open on the following Measured Progress site:
http://iservices.measuredprogress.org/Default.asp?ProgramID=11&submit1=Enter
- Scroll until "Order Large Print Test Booklets" appears in the list on the left.
- Choose your school system from the pull-down menu.
- You will need to enter the following information:
    - o School name
    - o Contact name (system test coordinator)
    - o Contact phone
    - o Student name
    - o Student grade
    - o Teacher name
- Once you have completed the information you will see the information you have entered and have the opportunity to add other names or exit.

REGISTRATION CLOSES ON JANUARY 12, 2009. If a student enrolls in your system after January 12, 2009 and requires a large-print version of the CRT, please contact Gayle Allen, 406-444-3511, gallen2@mt.gov

CRT and CRT-Alternate 2009 Event and Materials Schedule

Indicates AIM Collections

Date	Event/Materials
December 10- January 12, 2009	January 12 is the deadline for registering students to receive a large-print version of the CRT. See details on page 2 of this newsletter.
January 5-30, 2009*	**AIM* Assessment Registration Collection: Update AIM for barcode labels. January 30 is the deadline.**
January 5-16, 2009	CRT-Alt Online Registration is open for students enrolled in the system/school after November 19, 2008. Please use the same instructions and passwords as for the October/November window. For students enrolled after January 15, please contact Judy Snow, 406-444-3656 or jsnow@mt.gov
January 28-30, 2009	System Test Coordinators receive memo mailed by Measured Progress. The memo contains the password necessary for access to the CRT-Alternate Test Booklets online.
Jan 29-30, 2009	Statewide Test Administration Conference/ Assessment Conference (Billings)
February 4-8, 2009	System Test Coordinators download and print: • CRT-Alternate Test Administration Manual • CRT-Alternate Test Booklets for teachers administering the alternate assessment. NOTE: System Test Coordinators need the password received January 28 – 30, 2009 from Measured Progress.
February 6, 2009	CRT Administration Manual posted online.
February 6-11, 2009	System Test Coordinators receive CRT- Alternate Testing Materials, *CRT Test Coordinators Manual*, CRT Test Administration Manuals, Pre-Administration Training CDs and other test documents shipped by Measured Progress
February 19- 25, 2009	System Test Coordinators receive CRT testing materials from Measured Progress.
February 10-March 25, 2009	CRT-Alternate Assessment testing window (Please note: The first week is intended for preparation.)
March 2-25, 2009	CRT testing window
March 2-27, 2009*	**AIM* Program Participation Collection. March 27 is the deadline. Data should reflect status as of March 10, 2009.**
March 11-27 2009*	**AIM* Test Window Attendance Collection. March 27 is the deadline.** **Data should reflect counts taken for March 10, 2009.**
March 26, 2009	Last Day for System Test Coordinators to schedule UPS pickup for CRT and CRT-Alternate Used Student Response booklets and other testing materials
March 27, 2009	Last Day for System Test Coordinators to ship via UPS used CRT and CRT-Alternate Student Response booklets and other test materials to be returned to Measured Progress
March 31, 2009	UPS automatic pickup of all other test materials (if a pickup was not scheduled with UPS before March 27)

*More details on the AIM collections are included in the following table and information.

Dates	Collection	Description
January 30, 2009 is the deadline for entering enrollment data (used for barcode label) in AIM.	Assessment Registration (January 5 - 30, 2009)	The Assessment Registration Collection will be used to register students for the statewide CRT and CRT-Alternate. Enrollment and program participation data should be submitted and accurate as of the first day of the second semester. **Student data will be extracted from AIM on February 3, 2009 to create student barcode labels. Students not reported in AIM at this time will not have barcode labels.** Schools will have the option of entering additional sort criteria (i.e. teacher name or classroom) if they want to receive student barcode labels and test scores organized by teacher name or classroom. **If the teacher/classroom "sort by" field* is not completed in this collection, the barcode labels will continue to be organized by school, grade, and in alphabetical order.**
March 10, 2009 is the Test Window count date. March 27 is the due date to update Program Participation data in AIM.	Program Participation (March 2 – 27, 2009)	The Program Participation Collection asks schools to enter or update program participation data. The data should reflect the status of a student's program participation as of March 10, 2009. These data will be used to identify specific student sub-groups and participation in various state and federal programs. The data are used in Adequate Yearly Progress (AYP) calculations, and for state and federal reporting purposes. Schools will have the option of entering additional sort criteria (i.e. teacher name or classroom) if they want to receive test scores organized by teacher/classroom.
March 10, 2009 is the Test Window count date. March 27 is the due date to have information complete in AIM.	Test Window Attendance (March 11-27, 2009)	The Test Window Attendance Collection will be used to collect the aggregate hours and absent counts of all students enrolled at the school on March 10, 2009. These data will be used as part of the calculations of the attendance rate and test participation rate for AYP

"Sort By" Field in AIM

AIM Collections include a "Sort By" field. Schools have the option of entering additional sort criteria (i.e. teacher name or classroom number) if they want to receive student barcode labels and test scores organized by teacher name or classroom.

If you enter data in the "Sort By" field* on the student's enrollment record in AIM:

- **During the January collection**
  - Barcode labels will be sent to schools sorted by school, grade level, "Sort By", then alphabetical by name.
  - **And** 2009 roster and other classroom reports posted on *MARS* will be sorted by the criteria in the "Sort By" field.
  - If this optional field is not completed during the January collection, the barcode labels will continue to be organized by school and grade, and in alphabetical order.
- **During the March program participation collection**
  - 2009 roster and other classroom reports posted on *MARS* will be sorted by teacher/classroom.
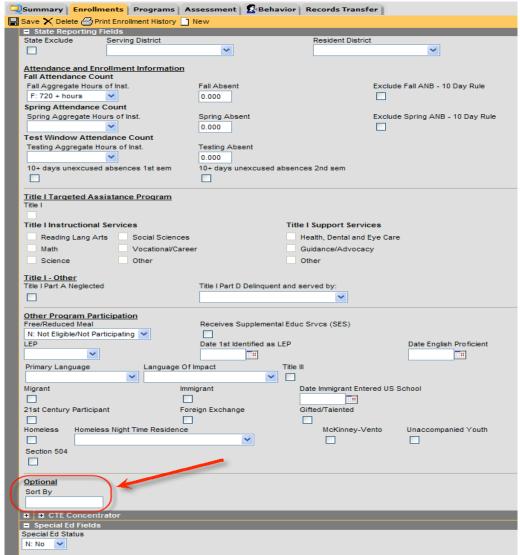
NOTE: Teacher information is NOT collected at the time of testing, and class header sheets are NOT be included with testing materials. For 2009 roster and other classroom reports to be sorted by teacher/classroom, the "sort by" field* needs to be completed in either the January Assessment Registration Collection or the March Program Participation Collection.

Details on "Sort By" Field

- It is an optional field.
- Schools can enter whatever specific criteria they choose in this field. This may include the specific homeroom or classroom number (i.e., "2A"), a specific teacher name (i.e., "Mrs. Smith" or "Julie Smith, or other identification characteristics such as an instructional team name that designate how the test booklets should be grouped.
  - Criteria entered for a specific class or group must match.
    - "Mrs. Smith" and "Mrs Smith" will sort differently.
  - Do not enter the grade level in the "Sort By" field. The booklets are already sorted by grade level.
  - Please do not use commas in this field.
- AIM Specialists may enter data in the "Sort By" field through Direct Entry. The field is located in each student's enrollment record under the state reporting field window. The "Sort By" field is also a part of the enrollment file upload (field 16).
- Test administrators should work with the AIM specialist in their school to determine what type of criteria will be used and how to enter it in the "Sort By" field.
- On the next page is a snapshot of the student's enrollment record in AIM, with the "Sort By" field circled in red.

Snapshot of the student's enrollment record in AIM, with the "Sort By" field circled.

MARS Training

- *MARS*, the secure online Montana Analysis and Reporting System is accessible by schools and districts with secure passwords at http://iServices.MeasuredProgress.org Click on Montana or Montana ALT and then choose *MARS*.
- OPI provided training at your school or system
  - A form to request training at your school or system is online: http://www.opi.mt.gov/PUB/PDF/Assessment/Forms/TrainRqst.pdf
  - If your system is interested in OPI provided training, please print, complete, and fax the form to Karen Richem, 406-444-0743.

Registration for CRT-Alternate

- Registration Windows for Students Eligible for the CRT-Alternate
  - January 5 – January 15, 2009
    - For students who enrolled in your system/school after November 19, 2008
  - After January 15, 2009
    - For students who enroll after January 15, 2009, please contact Judy Snow 406-444-3656 jsnow@mt.gov
- Registering your currently enrolled students who are eligible for the CRT-Alternate is essential for the production of the materials kits and other test administration materials.
  - The link to register your students is: http://iservices.measuredprogress.org/
  - You will need the password to access the site. The password information has been sent to System Test Coordinators and Special Education Directors and Cooperatives by email.
  - Once on the site, you will be asked for the following information:
    1. System Test Coordinator name, email, and phone number
    2. Name of school and school code (SC)
    3. Student name
    4. State Student ID (9 digits)
    5. Grade
    6. Name of teacher who will administer the assessment, email address, and phone number
  - When you have completed entering this information for a student, click on "Done", and the information will be saved.
  - If you have another student (s) to add, click "Add Another Student".
  - When you are finished entering information for all students, click "Done".
- Guidelines for eligibility for the CRT-Alternate are online at http://www.opi.mt.gov/PUB/PDF/Assessment/CRT/TA/09CRTAltGuidance.pdf

CRT Test Development Opportunities

Thank you for spreading the word about important test development activities scheduled for the Spring of 2009. Many educators have already registered. We welcome their participation.

Spaces are still open in most projects and you are invited to register for one of them and to encourage colleagues to register also.

Lodging is provided for participants living 90 miles away from Helena. In addition, mileage, meals not provided during the sessions, and substitute pay are reimbursed. Renewal units are also available.

Date	Activity
May 11, 2009	CRT Item Bias Review Reading and Math, Grades 3-8 and 10 Science, Grades 4, 8, and 10
May 13-14, 2009	CRT Item Content Review Reading and Math, Grades 3-8 and 10 Science, Grades 4, 8, and 10
May 19-20, 2009	CRT-Alternate Standard Setting for new format in Reading and Math, Grades 4, 8, and 10

We look forward to hearing from you soon. Registration is online at the following link:

http://iservices.measuredprogress.org/Default.asp?ProgramID=11&submit1=Enter

MontCAS – the English Language Proficiency (ELP) Test

Fall 2009 ELP Administration
Thank you to system test coordinators and ELP test administrators for a successful administration and for responses on feedback forms. Reports will be sent to systems in February 2009.
Please direct questions to:
Karen Richem at OPI, krichem@mt.gov or 406-444-0748 or
BJ Vickery at Questar, bjvickery@questarai.com or 888-854-9596

Other Information

Assessment Task Force
In May 2007, the Board of Public Education voted to discontinue the requirement for the Norm-Referenced Test (Iowa Tests) and to establish with the Office of Public Instruction an assessment task force. The minutes of the May meeting state the purposes of the task force to:
1. Recommend assessments that will inform instruction and be available to all Montana schools
2. Recommend revisions to the Administrative Rules of Montana to reflect the recommendations.

Sharon Carroll of the Board of Public Education and Judy Snow of the Office of Public Instruction co-chair the task force.
Below are updates on three of the projects resulting from this charge.
1. **Skills analysis of seven years of the Norm-Reference Test (Iowa Tests) results.** The analysis has been completed and presented to the Board of Public Education at its November 2008 meeting. The PowerPoint slides and the written report are posted online at the following links:
http://www.opi.mt.gov/PUB/PDF/Assessment/NRT/01_07SkillLevelResultsPPT.pdf
http://www.opi.mt.gov/PUB/PDF/Assessment/NRT/01_07SkillLevelResultsRPT.pdf
2. **Creating interest and awareness in formative assessment.**

The 2008 and 2009 Assessment Conference feature keynote speakers and breakout sessions on formative assessment. In addition, each system received a copy of a book authored by the 2008 keynote speaker, *Transformative Assessment* by W. Jim Popham.

3. **Survey of Montana educators to identify needs for state and local assessment.** Following focus groups at the 2008 assessment conference and other meetings of educators, a questionnaire was developed. The survey was posted online in September. The results of the survey were presented to the Board of Public Education at the November 2008 meeting. The PowerPoint slides and the written report are posted online at the following links:

   http://www.opi.mt.gov/PUB/PDF/Assessment/CI/08MTAssessSurvey.pdf
   http://www.opi.mt.gov/PUB/PDF/Assessment/CI/08AssessSurveyRpt.pdf

Annual Measurable Objectives (AMOs)

The table below contains the AMOs required for Adequate Yearly Progress (AYP) through 2014. If you have questions about the AMOs or AYP, please contact:

- Nancy Coopersmith, 406-444-5541 or ncoopersmith@mt.gov
- BJ Granbery, 406-444-4420 or bjgranbery@mt.gov

	2005-06 Year 1	2006-07 Year 2	2007-08 Year 3	2008-09 Year 4	2009-10 Year 5	2010-11 Year 6	2011-12 Year 7	2012-13 Year 8	2013-14 Year 9
Reading	74%	74%	83%	83%	83%	92%	92%	92%	100%
Math	51%	51%	68%	68%	68%	84%	84%	84%	100%

Testing Contractor Contact Information

MontCAS, the CRT and the CRT-Alternate—Measured Progress, Inc.

Dan Verdick, Montana CRT Program Manager
dverdick@measuredprogress.org or 800-431-8901 x2220
Nancy Hall, Montana CRT Program Assistant
nhall@measuredprogress.org or 888-792-2741
Danielle Hornsby, Montana CRT Program Assistant
hornsby.danielle@measuredprogress.org or 888-792-2741
Lynn Albee, Montana CRT-Alternate Program Manager
albee.lynn@measuredprogress.org or 800-431-8901x2309
Kevin Froton, Montana CRT-Alternate Program Assistant
kfroton@measuredprogress.org or 800-431-8901x2196

MontCAS, the English Language Proficiency (ELP)—Questar Assessment Inc.

BJ Vickery, Program Manager
bjvickery@questarai.com or 888-854-9596

OPI Assessment Contacts

- Gayle Allen, Administrative Specialist, gallen2@mt.gov, 406-444-3511
- Karen Richem, Assessment Specialist, krichem@mt.gov, 406-444-0748
- Judy Snow, State Assessment Director, jsnow@mt.gov, 406-444-3656
   FAX: 406-444-0743